



TOWN OF BROOKFIELD
100 Pocono Road
Brookfield, CT 06804

JOB OPPORTUNITY

Recruiter/Contact: Fern Smenyak, Director of Human Resources
email: fsmenyak@brookfieldct.gov Fax: 203-775-4068

Posting Date: December 19, 2016

Job Title/Dept: Staff Accountant – Part-Time, Non-Union (TEMPORARY POSITION)

Salary: \$25.00 per hour, 20 hours per week

Closing Date: January 4, 2017

Responsibilities:

Performs a variety of accounting duties to track municipal budgets, prepare required reports and records, and provide information and assistance to Town departments on accounting and budgeting procedures. Monitors and maintains existing accounting controls, and validates, researches, and confirms accounting data. Monitors weekly, monthly, and annual financial reports of revenues and expenditures per fund, department, and line item. Conducts analysis of all reports to ensure compliance with established accounting policies, procedures, laws, and regulations. Prepares reports including general ledger, purchase order journal reports and payroll tax returns. Distributes to user departments and interprets as necessary. Prepares year-end spreadsheets for financial statements and the annual financial statement for the Town Report. Prepares books of original entry for automated general and subsidiary ledgers. Performs journal entries and reconciliations. Acts as back-up for Town payroll. Performs budget adjustments as needed and with supervisor approval. Assists with Town audit by gathering information and preparing reports. Records and maintains accounts payable and accounts receivable. Provides assistance on special projects as requested.

Education, Experience and Training

High School diploma or equivalent required.

Associates degree in Accounting.

Two (2) years' experience or a degree in a related field with three (3) years of increasing responsible professional accounting experience.

Knowledge, Abilities, and Skills

Extensive knowledge of general accounting concepts and procedures, including automated systems. Working knowledge of the laws and regulations relating to Connecticut Office of Policy and Management. Working knowledge of computer operations and their application to municipal accounting and auditing functions. MUNIS experience preferred.

Ability to learn and apply municipal accounting procedures.

Ability to maintain reasonably complex financial records and to provide related information and reports.

Ability to analyze accounting information and to develop and present appropriate recommendations to Controller.

Ability to interact effectively and tactfully with a wide variety of individuals, including management personnel, other department staff, outside professionals and members of the public.

Ability to communicate clearly and concisely with others, both verbally and in writing.